

## Factsheet C32: Holding your own money and monitoring to Norfolk County Council

### If you want to hold your own money you will need to:

- Set up a bank account in your name - separate to any of other accounts
- Receive money from Norfolk County Council and/or other funding bodies into that account
- If you are required to make a Personal Contribution you will need to set up a standing order so this is paid directly to your account from your personal finances, or pay this into your bank account by another method
- Make payments from your account as necessary
- Keep ultimate control over your account and how your money is spent
- Keep statements of your account sent to you by your bank
- Keep records of what you have spent money on please write on your statement if you have made cash withdrawals what these were for and keep receipts for any items which have cost £50 or more
- Keep records of payments you have made to employees (payslips/inland revenue payments/signed receipts if paying cash) and invoices/bills from providers
- Provide information regarding your account to Norfolk County Council every four weeks, to satisfy monitoring requirements (See below information).



## **How will the money be paid to me?**

Your money from Norfolk County Council will be paid as detailed in your support plan. This will be either one off for amounts up to £1000 or ongoing (on a four weekly basis).

## **Monitoring Requirements:**

If you receive money from Norfolk County Council you have a responsibility to monitor how you have used it. This should be done every four weeks using a form they provide. You are responsible for making sure the money is used appropriately. They have a duty to check this is being used as intended, as detailed in your support plan. If you do not provide the information required Norfolk County Council may suspend or stop any payments to you.

## **How to fill out a monitoring form:** (example overleaf)

**Name:** You need to put your name here

**Period Covered:** You need to put the four weeks the monitoring relates to here

**Income:** You need to list the date you received any payments into the account, with a description stating how much they were for and who they were from. These are usually four weekly payments from Norfolk County Council and Personal Contribution payments from you if these are required. At the bottom you need to add up all the incoming money into your account.

**Expenditure:** Within this section you need to list the date you made any payments or withdrew money from your account, with a description stating what they were for, write the cheque or receipt number (if you have one) and then list the dates the expenditure related to. Finally you need to list how much each payment / withdrawal was for and then add up all the outgoing money from your account.





## Personal Budget - FINANCIAL MONITORING FORM

Name: \_\_\_\_\_ Period Covered: \_\_\_\_\_

### INCOME

Date Received	Income Details	Amount
<b>Total Income</b>		

### EXPENDITURE

Date Paid	Expenditure Details	Cheque No	Period From	Period To	Amount
<b>Total Expenditure</b>					

<b>Balance Brought Forward</b>	
<b>Total Income</b>	
<b>Total Expenditure</b>	
<b>Balance Carried Forward</b>	

### SUMMARY

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Please send your completed monitoring form by Email/Fax or Post to:**

Direct Payments Monitoring Team, County Hall Annexe, Martineau Lane, Norwich, NR1 2SQ

Tel: 01603 638170 / Fax: 01603 638171 / Email: [ssddirectpaymentsteam@norfolk.gov.uk](mailto:ssddirectpaymentsteam@norfolk.gov.uk)